

OFFICE OF PESTICIDE SERVICES (OPS)
CERTIFICATION, LICENSING, REGISTRATION & TRAINING SECTION (CLRT)

Subject of Policy: Requests for lists of certified applicators, licensed pesticide businesses, and/or registered pesticide products

POLICY:

1. CLRT personnel will accept requests for lists of applicators, businesses and/or products when such requests are submitted following the procedures listed below, including a signed agreement to pay all costs associated with generating, copying, and mailing of such lists.
2. No list other than those noted above will be provided without approval of the Program Coordinator for CLRT.
3. Freedom of Information Act (FOIA) requests for lists will be addressed as required by FOIA and VDACS Policy #3.2. All costs associated for filling such requests will be the same as noted in the procedures below.
4. At no time will information excluded from provisions of the Freedom of Information Act be provided to individuals, businesses, or organizations.
5. Charges for lists provided by CLRT are as follows (mailing costs will be added to these charges):
 - A. \$50.00 per commercial or private category (single or in combination with other categories except as noted in B. below). Example: A list of applicators with certification in category 1-A, 1-C and 1-B would cost \$50.00. A list of applicators certified in only 1-A would also cost \$50.00.
 - B. \$150.00 for a list of all private applicators.
 - C. \$35.00 for an electronic list (provided on diskette) of all private applicators. (Note: this is the only list available on diskette currently.)
 - D. There will be no charge for lists provided to State Cooperative Extension personnel or other pesticide applicator recertification course sponsors, if the lists are requested in conjunction with holding recertification training courses.
 - E. There will be no charge for lists provided to local, state, and/or federal agencies for activities related to official business.
6. Any exceptions to the policies and procedures for list production must be approved in advance by the Program Coordinator for CLRT.

PROCEDURES:

1. All requests for the above referenced lists must be submitted in writing to CLRT.
2. All requested lists will be provided within two weeks, under normal workload conditions.
3. After a review of the request and a cost calculation by CLRT, the person requesting a list, or lists,

will be contacted by a CLRT staff member and given the following information:

- A. the estimated cost for their request, including postage;
 - B. a request to send either a signed letter or signed fax to CLRT agreeing to pay the estimated costs;
and,
 - C. if necessary, notification that the request will take longer than two weeks.
4. Completed lists will be prepared for mailing within 48 hours of printing.

Authority: The Freedom of Information Act allows requestors of information to be charged the cost of providing that information, to include the costs of printing, copying, mailing and administrative time.

Date: 5/20/03